

# **Fayetteville Wastewater Treatment Plant**

**Contact:**

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## **WATER/WASTEWATER PLANT OPERATOR (NON-LICENSED)**

### **1. POSITION FUNCTION**

To have an advanced knowledge of the water treatment process and the rules that govern that process and use that knowledge to provide high quality drinking water according to state guidelines.

The position is classified as Non-Exempt for the purpose of the Fair Labor Standards Act, as having an occupational exposure to blood borne pathogens, and as Safety Sensitive.

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

### **2. RESPONSIBILITIES AND AUTHORITIES**

**Within the limits of approved board policies, operating guides and procedures, assumes responsibility and has commensurate authority for the following activities:**

- (a.) Previous experience and knowledge of water/wastewater treatment processes and an advanced knowledge of the rules that govern them is preferred.
- (b.) Operate and maintain all water/wastewater treatment plant equipment. (Check meters, gauges, pumps, control panels, grease, change oil, tubing, repair feeders, etc.)
- (c.) Operates and maintains pumps, control panels, chlorinators, back-up generator and chemical feed pumps. Inspects lift/pump stations for proper operation. Monitors and repairs plant equipment including cleaning and servicing and performing inspections.
- (d.) Perform all necessary laboratory work required for observation and control of the water/wastewater treatment plant to meet state and federal guidelines, including but not limited to Biochemical Oxygen Demand, phosphates, total solids, total suspended solids, PH's, chlorine residual, fluoride, dissolved oxygen, microbiological, temperatures, ammonia, nitrates, fecal coli form, and bacti's.
- (e.) Recognition of plant status and troubleshooting capabilities to perform corrective actions of plant operations to insure that the filtered and finished water quality meets and/or exceeds the standards of the Environmental Protection Agency and the Tennessee Department of Environment and Conservation.
- (f.) Update files used for preparing monthly reports, keep detailed maintenance records, letters to the public, and very detailed daily records of plant practices and actions.
- (g.) Maintain the upkeep and integrity of the overall facility and grounds.
- (h.) Perform duties as requested by the operator in direct charge and/or other authority figures within Fayetteville Public Utilities.

- (i.) Must be able to work any shift for any period of time and as often as directed by supervisor. Must be able to work extended Holidays and weekends in rotation with the other operators.
- (j.) Must work well in a team environment.
- (k.) Be able to work with hazardous chemicals safely at all times and be able to read and understand the Material Safety Data Sheet.
- (l.) Must become familiar with and follow company policy, procedures and safety regulations. Will attend safety meetings and follows safety precautions according to OSHA standards.
- (m.) Be able to work with hazardous chemicals safely at all times and be able to read a Material Safety Data Sheet.
- (n.) Will attend training as necessary.

### **3. POSITION SPECIFICATIONS**

#### **(a.) EDUCATION:**

- (I.) A high school diploma or general education degree (GED) is required. Experience in water/wastewater field, or equivalent combination of education and experience or technical training is desired.
- (II.) Must be able to read and interpret documents such as safety rules, and maintenance instructions, blue prints, maps, and procedure manuals.
- (III.) Must be able to prepare routine reports, correspondence, and communicate with other employees and the general public.
- (IV.) Must be able to make arithmetic calculations using whole numbers, fractions and decimals. Must be able to calculate volume, flow, and detention time, loading rates, percentages and ratios if required. Calculations such as food to mass ratio, pressures, and phosphorous and accumulative loading rates on certified land may be required.
- (V.) Must be able to apply commonsense understanding to carry out instructions furnished in written, oral, or diagram form, and the ability to manage problems involving several variables.

#### **(b.) WORK EXPERIENCE:**

- (I.) Previous water/wastewater treatment experience preferred.
- (II.) The Fayetteville Public Utilities **will not employ any persons**, who at the time they may be considered for employment, are part of the immediate family of any certain FPU management employee, Utilities Board member, any elected official of the City of Fayetteville, Tennessee, or elected official of Lincoln County, Tennessee, providing that this employment policy relative to the practice of nepotism shall not be in conflict with any State or Federal employment practice laws as they may now or ever be enforced.

#### **(c.) JOB KNOWLEDGE:**

- (I.) Obtain minimum water/wastewater license and obtain higher level of licenses within required period of time. Obtain a water grade 3 license within 3 years. Must obtain a water grade 4 license within 5 years or a wastewater grade 3 license within 2 years.
- (II.) Must gain an advanced knowledge of water/wastewater treatment and be able to enhance that knowledge with training.
- (III.) Must have extensive maintenance skills. Plumbing, electrical and computer operations knowledge is desired.

#### **(d.) ABILITIES AND SKILLS:**

- ( I.) Must have the ability learn how to make accurate and responsible decisions about water quality.
- ( II.) Must make documentation, safety, and the company your highest priority.
- ( III.) Must have a current Tennessee driver's license.
- ( IV.) Must be able to obtain a class A Tennessee Commercial Driver's License within 6 months from hire date.

**(e.) WORKING CONDITIONS:**

- ( I.) Will work in all types of weather.
- ( II.) Shift flexibility and some overtime are required.
- ( III.) Ability to work weekends and holidays, be on call and respond to calls during non-work hours.

**(f.) PHYSICAL REQUIREMENTS:**

- ( I.) The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
- ( II.) While performing the duties of this job, the employee is regularly required to use hands to finger, handle, or feel objects, tools, or controls; reach with hands and arms; and taste and smell. The employee frequently is required to walk; stoop, kneel, crouch, or crawl; and talk or hear. The employee is occasionally required to stand and climb or balance.
- ( III.) The employee must regularly lift and/or move up to 10 pounds, frequently lift and/or move up to 50 pounds, and occasionally lift and/or move up to 100 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.
- ( IV.) The job can require the use of high powered hoses and other tools, both inside and outside work. Will be working both alone and in a team environment. Must be able to pass yearly fit testing for breathing apparatuses and respirators. Must be able to work and make accurate decisions under stress.
- ( V.) Must be a resident in the Fayetteville Public Utilities service area or willing to become a full-time resident within six months from hire date.
- ( VI.) Must pass a drug test as required by federal regulations.
- ( VII.) Willing to work more than 40 hours a week, non-standard hours.
- ( VIII.) Must have record of Hepatitis B Vaccinations, or be willing to obtain these vaccinations.

**4. REPORTING RELATIONSHIPS:**

- (a.) Reports to:  
**Water or Wastewater Supervisor**
- (b.) Responsible for:  
**(Non Supervisory Position)**

**Revised: October 28, 2013**